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| **Authority Letter** | [Email] |
| Sign Documents on My Behalf | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Sign Documents on My Behalf

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally grant authorization to [Agent's Name], who is also known as my authorized agent, to sign documents on my behalf. I trust [Agent's Name] completely and believe that they possess the necessary knowledge and judgment to represent my interests appropriately.

This authorization is effective from the date of this letter until further notice. During this period, [Agent's Name] is authorized to sign any documents related to [mention the specific nature of documents, e.g., contracts, agreements, legal forms, financial transactions, etc.] on my behalf.

Please be informed that [Agent's Name] is not authorized to make any decisions or commitments beyond the scope of the documents they are signing on my behalf. Any responsibilities assigned to [Agent's Name] are limited to the specified documents and are subject to the terms and conditions outlined within them.

I kindly request you to recognize the authority of [Agent's Name] as my agent and to accept their signature on my behalf. You may request [Agent's Name]'s identification or any additional documentation for verification purposes if deemed necessary.

Thank you for your understanding and cooperation in this matter. If you have any questions or require further clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Signature]

[Agent's Name]

[Agent's Signature]